



TOWN OF WAITSFIELD

Covid-19 Protocol for Town Hall, Town Office, General Wait House, and Town Garage (starting August 17, 2021)

- a. **This policy shall be triggered by a categorization of “High” or “Substantial” Covid-19 transmission in Washington County, VT as per the CDC County Transmission Map.**
- b. **All employees, visitors, and researchers at Town Hall, the Town Office, and the General Wait House shall be required to wear masks,** regardless of vaccine status, unless medically unable. Children younger than 2 years old are not expected to wear masks. If an employee, visitor, or researcher is unable to wear a mask, contact town staff to determine an alternative option for providing town services.
- c. **All employees shall be required to wear masks at the Town Garage and when using Town vehicles if two or more staff are in the vehicle together,** regardless of vaccine status, unless medically unable. Staff may remain unmasked if operating town vehicles independently. Visitors are not allowed at the Town Garage at this time. If an employee is medically unable to wear a mask, alternative protocols shall be discussed with the Town Administrator and the Selectboard.
- d. **No more than three “visitors” in the Town Office at any time.**
The three visitor spaces will be: one at the counter, one in the lobby (where marked and under the stairs), and one by the back door. This leaves room for one visitor, one researcher, and all four Town Office employees to share the space while maintaining distances of six feet or greater. Visitors are primarily members of the public “dropping in” to the Town Office to take care of quick business, distinguished from researchers who have made an appointment and have a designated work space.
- e. **Researchers will still be required to make an appointment to access the land records vault.** Research times will remain the same (9:00am – 4:00pm, Monday through Friday). Research appointments can be made in 30 minutes blocks.
- f. **Signage will be hung that directs one where to stand.** Staff will either lock the door when capacity is reached (to prevent entry temporarily – the door unlocks when someone exits the building) or post a staffer outside until there is an open space inside.
- g. **The Town generally encourages individual visitors only to the Town Office,** except in cases where a marriage license is sought. For marriage licenses, access is limited to the couple.
- h. **When at the counter, a visitor will stand where marked.** Staff will remain at workstations to the extent practicable.
- i. **Signs will be posted at various points (similar to the ones at each door) announcing that admittance is not possible to those experiencing the symptoms of COVID-19.**
- j. **Staff will wipe the counter and other common surfaces with a sanitizing wipe as often as possible or necessary.** During peak periods of activity this may occur in 30-

minute increments. Staff may temporarily close the offices for the purposes of sanitizing surfaces.

- k. **Access to the Planning and Zoning office will continue to be primarily by telephone or email.** Appointments may be made if needed and will occur in the conference room on the second floor to ensure social distancing is maintained and avoid a capacity issue in the first-floor service area.
- l. **Transactions by mail and use of the drop boxes are still highly encouraged.**
- m. **Rental of the town Conference Room may resume, so long as all “Vermont Forward” guidelines are being met. Additionally, all Town boards, commissions, and committees that use the conference room, as well as groups that rent the space, shall remain masked throughout the duration of the meeting or event.**
- n. **Windows will be opened when possible to ensure adequate circulation of air.** At the garage, the windows may be augmented by opening the garage doors.
- o. **Decisions on whether or not to require masks at the Joslin Memorial Library shall be made by the library’s Board of Trustees.** Though the Town owns the building, the Trustees are responsible for its safe and efficient operation. This includes the decision to adopt a mask standard that is stricter than that adopted by the Town.
- p. **At all times the State’s “Universal Guidance” standards shall be met unless the Town has outlined more restrictive guidelines.**
- q. **Notary services may be offered by appointment to be managed by the Town Clerk,** who will prioritize the completion of statutory tasks over notary services (which are not a statutory requirement).